



*Village of Wellington*

# REQUEST FOR ACCESS TO COPYRIGHTED PUBLIC RECORD(S)

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Record Request: \_\_\_\_\_

**I acknowledge that any reproduction of copyrighted public records may be a violation of Federal Copyright Law to which civil and criminal penalties may apply.**

I certify that (check one):

\_\_\_\_\_ any copies made of copyrighted public records are made according to written authorization from the copyright claimant of record or his, her or its designated agent, or from the owner of any exclusive rights in the copyright as long as this ownership can be demonstrated by written evidence of such ownership; or

\_\_\_\_\_ any copies made of copyrighted public records are made for the sole purpose of criticism, comment, teaching, or news reporting.

\_\_\_\_\_ I will not make any copies of the public records furnished to me under this request.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## INFORMATION REQUEST FORM

Customer Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Other : \_\_\_\_\_

Information Requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### NOTES:

1. All Wellington records are available for public inspection at no charge, except those records exempted by Florida Statutes. Records must be inspected in the presence of a Wellington employee.
2. Copies requested will be provided upon payment according to the fee schedule at the bottom of this form.
3. If the nature or volume of public records requested to be inspected, examined, or copied is such as to require extensive information technology resources or extensive clerical or supervisory assistance by Wellington personnel, Wellington may charge, in addition to the actual cost of duplication, a special service charge as provided for in Chapter 119 of the Florida Statutes.

### FOR CLERK USE ONLY

Copies:	Number _____	Single Sided	@ \$.15/page	=	\$ _____
	Number _____	Double Sided	@ \$.20/page	=	\$ _____
	Number _____	Color Copies	@ \$1.00/page	=	\$ _____
	Number _____	Maps/Plans**	@ \$.50/page	=	\$ _____
	Number _____	CDs	@ \$1.50 each	=	\$ _____
	Number _____	DVDs/Video	@ \$25.00 each	=	\$ _____
	Number _____	Audio Tapes	@ \$1.20 each	=	\$ _____
		Subtotal		=	\$ _____
		Less 6 pages @ \$.15		=	\$ _____-.90
		Total		=	\$ _____

\*\*Maps & Plans are not subject to the 6 page rule.

Supervisor's Approval: \_\_\_\_\_  
Comments: \_\_\_\_\_

Amount Collected: \_\_\_\_\_ Date Collected: \_\_\_\_\_  
Date Completed: \_\_\_\_\_ Completed By: \_\_\_\_\_  
Origination Department: \_\_\_\_\_

Return this form to:  
Clerk's Office  
12300 W. Forest Hill Blvd.  
Wellington, Fl. 33414  
561-791-4042  
Fax 561-791-4045  
trogers@wellingtonfl.gov